Course Overview

In this course, our SHARP Trainer, James, will walk you through the basics of Time and Labor, demonstrate how to create taskgroups, how to create task profiles, and how to maintain time reporter data.

The pre-requisite for this course is the completion of the **Introduction to SHARP** computer based training located on the SHARP Customer Service website at https://www.admin.ks.gov/offices/personnel-services/sharp/fluid-9-2-training.

Lesson Objectives

After completing this lesson, you will be able to:

- Describe the key terms used in Time and Labor
- Describe the Time and Labor process
- List the roles involved in the Time and Labor process

Lesson Topics

In this lesson you will learn about the following topics.

Topic 1: Time and Labor Key Terms

Topic 2: Time and Labor Process

Topic 3: Time and Labor Roles

Key Time and Labor Terms

Key time reporting terms include:

- Time Reporting Code (TRC)
- TRC Category
- TRC Program
- Workgroup
- Time Administration
- Reported Time
- Payable Time
- Taskgroup
- Task Profile

Tip: In order to understand Time and Labor processes, you must have a general understanding of key Time and Labor terms.

- **Time Reporting Code (TRC)**

TRC Program

TRC Category1

TRC Category2

TRC1

TRC2

TRC3

TRC4

TIP: The Time Reporting Code (TRC) is paired with the taskgroup and task profile on the employee timesheet to charge hours to projects/grants activities.

Time Reporting Code (TRC)

Time Reporting Codes (TRCs) represent the level at which an agency needs to track employee time to support all of its administrative and compensation needs. A TRC may be set up to accept dollars **or** hours. A TRC **cannot be both** dollars and hours.

A **TRC Category** groups together TRCs for summation and reporting purposes. One of our TRC categories is comprised of TRCs that count as hours worked for overtime purposes. You will see the results of this category (called FLSA Hours) under the Reported Hours Summary section of the timesheet.

A **TRC Program** is a set of rules governing the use of time reporting codes. We use TRC Programs to identify like TRCs. For example, the HRLY TRC Program lists TRCs that are applicable only to hourly employees.

Workgroup

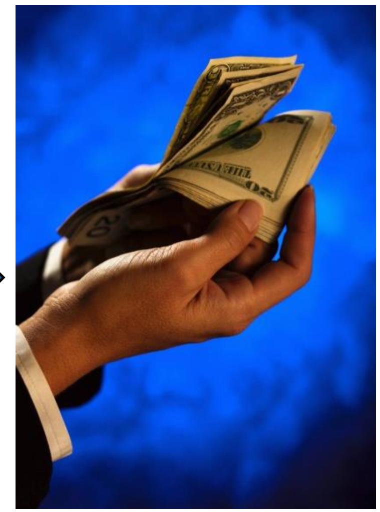
A group of time reporters who share identical time reporting requirements.

Example: Employees with the same overtime rules.

TIP: Each employee will have a workgroup assigned when they are hired. Workgroups can be updated if an employee's time reporting requirements change.

Reported Time versus Payable Time

Time Administration



Reported Time is the time that you enter in your timesheet.

Reported time becomes payable time after it runs through the **Time Administration** process to check for exceptions.

PayableTime is the time that results in pay.

TIP: In order for paycheck information to process timely, all time entry should be complete by 5:00 PM of the last Friday of the pay period. Some agencies may require a different due date.

Time Administration

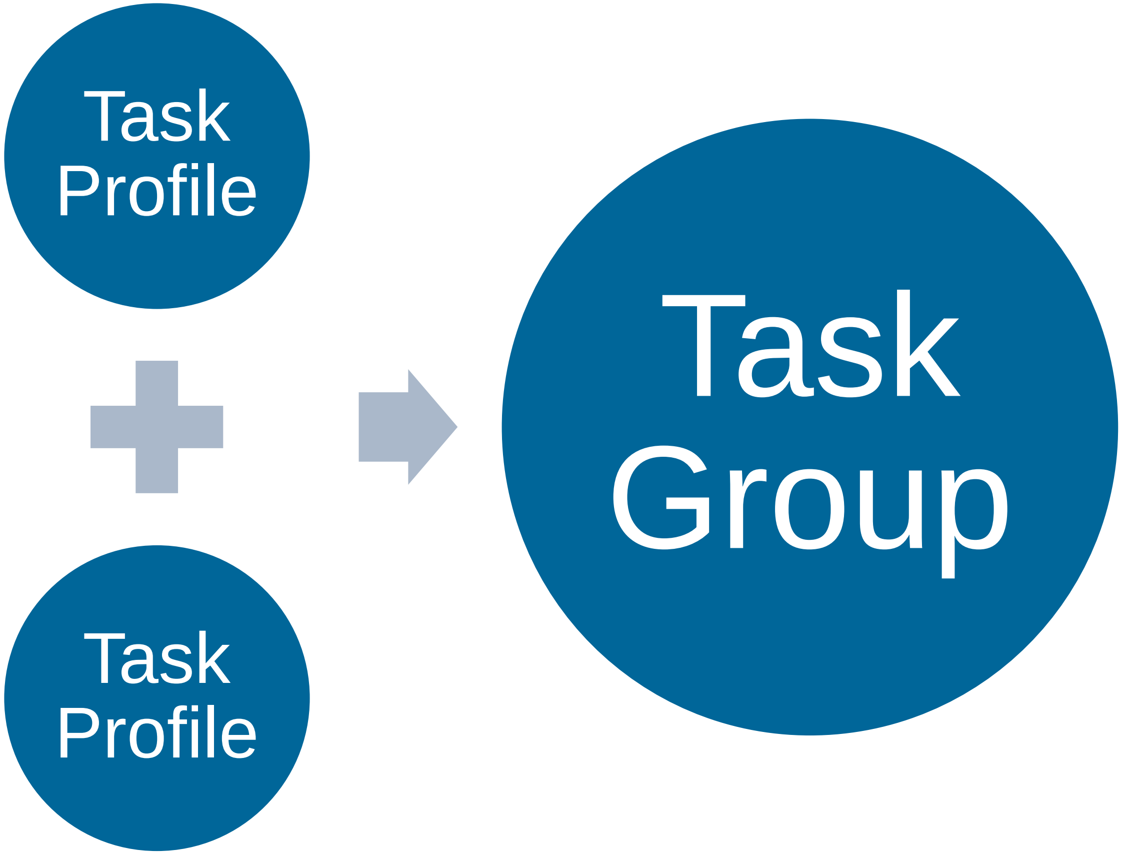
The Time Administration Process:

- Checks reported time against pre-set rules
- Selects Time Reporters (employees) for processing
- Determines the pay period to process
- Calculates prior pay period adjustments
- Converts reported time into payable time

TIP: Pre-set rules in Time Administration are based on federal, state, and agency-level policies about how time worked is reported and processed.

Lesson 1: Time Reporting Overview

Tasks



TIP: Task Profiles and Taskgroups will most likely begin with your three digit agency number.

Tasks

Task Profile: Specifies the ChartField values that are used to charge time and gives them a name that is "employee-friendly." By using a task profile, employees are not required to understand the accounting string that is used to charge labor costs for individual projects and/or grants.

Taskgroup: A group of task profiles. Each Time Reporter is assigned a taskgroup. You may choose to have just one taskgroup for your whole agency so all employees will be able to see and choose any of your taskgroups. Or you may decide to have multiple taskgroups to narrow down the task profiles employees that employees can choose.

TIP: Your Task Profile and Taskgroup will most likely begin with your three digit agency number.

Lesson 1: Time Reporting Overview

Time and Labor Process

The Time and Labor Process begins with the entry of time worked. There are three ways for reported time to be entered.

Employee enters time using Employee Self Service

Reported Time

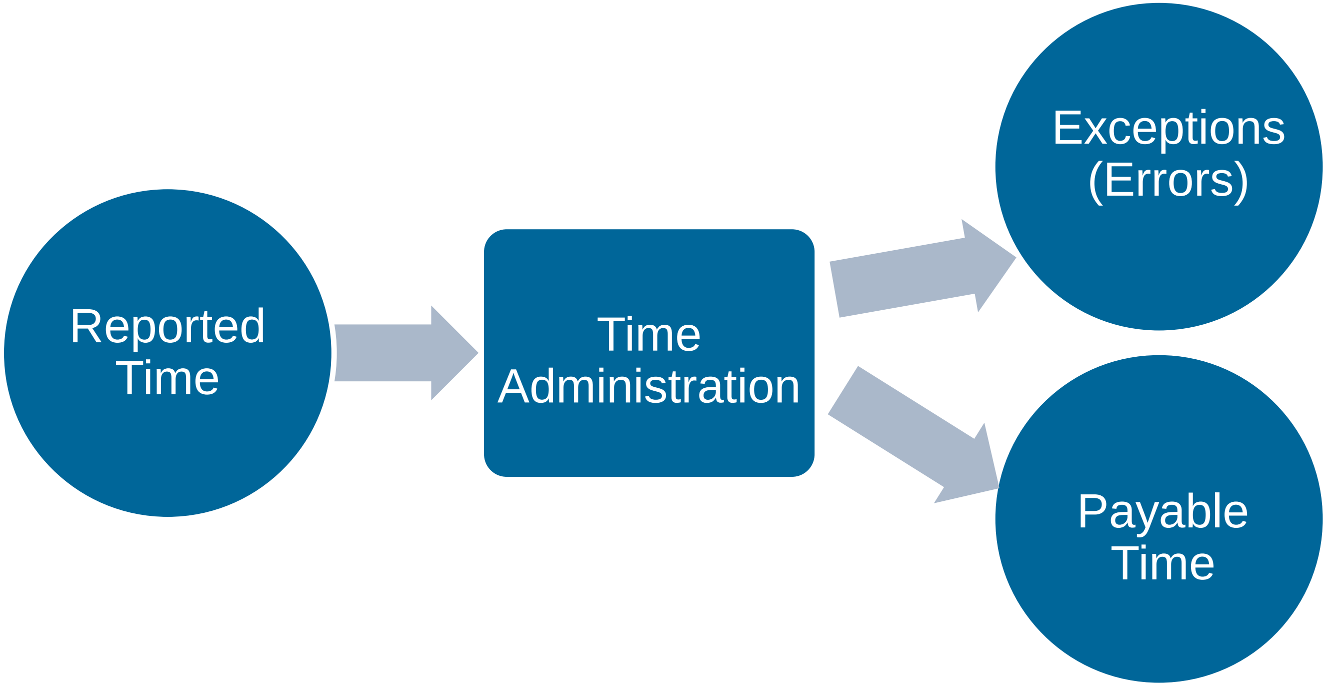
Time is interfaced from an agency timekeeping system

Timekeepers enter time in Time and Labor

Tip: Whether your agency uses Employee Self Service or Timekeepers, it is important that the taskgroups and task profiles that they need, be setup prior to the beginning of the pay period in which they are used.

Time and Labor Process (cont.)

Reported time then runs through the Time Administration process to check what is entered against State of Kansas reported time rules.



Important!
Timekeepers and HR Administrators work together to "fix" exceptions (errors) for reported time.

Lesson 1: Time Reporting Overview

Time and Labor Process (cont.)

If there are exceptions (errors) in reported time, they must be fixed and run through the Time Administration process again. This process is repeated until exceptions are resolved.

Exceptions → Manage Exceptions Process → Time Administration

TIP: The Manage Exceptions Process is covered in **TL371: Time and Labor for Timekeepers** and **TL372: Time and Labor for HR Administrators**.

❑ Time and Labor Process (cont.)

As a final step, payable time must be reviewed by you, the HR Administrator, and approved to continue on to the Payroll Process. If you do not approve payable time, the employee will not be paid.

TIP: The Payroll Process is covered in the **SHARP Payroll Training CBT** which is available from the SHARP Customer Service website: https://www.admin.ks.gov/offices/personnel-services/sharp.

How Will You Use Time and Labor?

Rollover each picture to see each Time and Labor role.

TIP: You get access to Time and Labor by role. Roles control the data you can see as well as the activities you can perform.

How Will You Use Time and Labor?

Review each Time and Labor role listed below.

Human Resource Administrator

Enrolls employees as Time Reporters during the hiring process and updates Time Reporter information, as needed. Approves Payable Time.

Task Maintainer

Enters and maintains Task Groups and Task Profiles.

Timekeeper

Enters and adjusts time for a group of employees who are not using self-service.

Reported Time Approver

Approves Self Service employee's reported time using Manager Self Service.

Time Reporter

Enters their own time using Employee Self Service.

Lesson Checkpoint

Now is your opportunity to ensure that you are learning the course material. Questions and answers begin on the next page.

Lesson Checkpoint

True of False? Reported time for self service time reporters must be approved by the employee's supervisor before it can become payable time.

- True
- False

True. If your agency enters time using Employee Self Service, the supervisor uses Manager Self Service to approve time. If your agency uses paper time documents, the supervisor approves time by signing the time document before it is entered by the Timekeeper.

Lesson Checkpoint

True or False? The HR Administrator role must approve Payable time before it can move to the Payroll Process.

- True
- False

True. The HR Administrator role in SHARP is responsible for reviewing and approving payable time before it moves on to the Payroll Process. If exceptions (errors) are found, they are worked using the Manage Exceptions Process.

Lesson Checkpoint

Task Groups and Task Profiles are maintained by which role?

- A. Timekeeper
- B. HR Administrator
- C. Time Approver
- D. Task Maintainer

The correct answer is D. Task Maintainer. As the Task Maintainer, you are responsible for entering and maintaining Taskgroups and Task Profiles

Lesson 1: Time Reporting Overview

Lesson Summary

Time Reporting Codes (TRCs) are an important element in Time and Labor. TRCs represent a single element of compensation or labor data (hours or dollars) and can be grouped into TRC Categories. Rules about the use of TRCs are grouped together into TRC Programs.

Reported time runs through the Time Administration process to check for exceptions before becoming payable time.

Security roles determine which tasks you can perform in Time and Labor.

In this lesson, I walked you through an overview of SHARP Time and Labor. See key points to the left. This Completes Lesson 1.